

GRANT APPLICATION GUIDANCE

2021 Status Offender Services Grant



This guidance is to be used for applications submitted to the Idaho Department of Juvenile Corrections / Idaho Juvenile Justice Commission for the 2021 Training for Juvenile Justice Stakeholders Grant

All applications must submitted on the Grant Application Form.

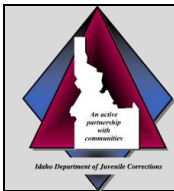
The original application **must** be signed by an authorized official.

Postmark Deadline: Midnight, August 13, 2021

Electronic documents must be submitted to:

idjcgrants@idjc.idaho.gov

FUNDING DETAILS: This grant is funded by a federal grant to the state of Idaho from the Office of Juvenile Justice and Delinquency Prevention #2020-JX-FX-0031, CFDA #16.540. Recipients are obligated to follow relevant state and federal laws, regulations, and guidelines.



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<u>Grant Program:</u>	2021 Status Offender Services
<u>Funding Source:</u>	Juvenile Justice & Delinquency Prevention Act Formula Grant Program – CDFA# 16.540
<u>Funding Available:</u>	\$160,000
<u>Eligible Applicants:</u>	Idaho cities, counties, Native American Tribes that perform law enforcement functions, private non-profit organizations registered with the Idaho Secretary of State, and school districts
<u>Matching Funds:</u>	Matching funds are not required; however, applicants may use funds to supplement other funding for this purpose
<u>Application Due Date:</u>	August 13, 2021
<u>Budget Period:</u>	October 1, 2021 – September 30, 2022

Introduction and Description of Funding

The Idaho Department of Juvenile Corrections and the Idaho Juvenile Justice Commission announce funding to improve the juvenile justice system in Idaho by addressing the needs of juveniles who commit status offenses. The goal of the program is to prevent the secure confinement of status offenders, especially those in the system for the offense of Runaway. Applicants are encouraged to propose community-based options for the placement and/or management of status offenders, and therapeutic services for these juveniles and their families.

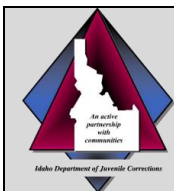
Submission Instructions

Grant Application	Forms and guidelines available here: http://www.idjc.idaho.gov/community-operations/planning-and-compliance/
Due Date	August 13, 2021 Midnight
Format	Submit application form as an email attachment to idjcgrants@idjc.idaho.gov (forms shall be submitted as a Microsoft Word or PDF document. The Budget may be submitted in Excel or PDF.) <i>Attachments must not exceed 10MB in size or the email server will not accept them. Multiple emails are acceptable.</i>

Grant Applications shall become the property of the State of Idaho and the names of the applicants will become public information. Grant applications will only be accepted if they are received via email with a time stamp indicating receipt no later than midnight August 13, 2021.

Technical Assistance

All applicants are encouraged to seek technical assistance from Department staff with any part of the application process. Technical assistance can also be obtained by calling Chelsea Newton at 208.334.5100, Ext. 414.



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Timeline

The following timetable has been established for proposal submission, review, and announcement of awards.

<u>April 1, 2021</u>	Grant Announcement
<u>August 13, 2021</u>	Grant Application deadline
<u>September 1, 2021</u>	Peer review and grant scoring
<u>September 2, 2021</u>	Idaho Juvenile Justice Commission meeting
<u>September 17, 2021</u>	Grant awards

Project Period and Budget Period

Successful applicants may receive awards for three-year project periods. Awards include funding for a one-year budget period.

Grantees will be evaluated on performance and implementation measures to determine funding beyond the first year. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. *Funding for second and third year budget periods is not guaranteed.*

The **project period** for grant awards is: October 1, 2021 – September 30, 2024

The **budget period** for grant awards is: October 1, 2021 – September 30, 2022

Eligible Applicants

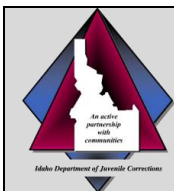
Idaho cities, counties, Native American Tribes that perform law enforcement functions, private non-profit organizations registered with the Idaho Secretary of State, and school districts in Idaho.

Private non-profit organizations shall be eligible to apply only if the organization has applied for and been denied funding for the same project from a unit of local government (city or county) in the geographic area in which the proposed activities will take place.

Private non-profit organizations **must** provide documentation of **minutes** from a public meeting with a local unit of government where funds were applied for and denied. If not included, **the proposed project WILL NOT be considered for funding.** *A letter of support will not substitute for documentation of minutes.*

Tips on eligibility for private non-profit organizations:

- Contact the city, county, or tribal clerk to get on the agenda of a public meeting to apply for funding consideration;
- Apply for funding at a city council, county commission, or tribal council meeting;
- If denied funding: secure a copy of the minutes of the public meeting from the city, county, or tribal clerk (*include the minutes in the appendix of the grant application*).



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DUNS Number and SAM Registration

All applicants **must** obtain a Data Universal Numbering System (DUNS) number from Dunn and Bradstreet and register in the System for Award Management (SAM) prior to submitting an application. If not included, **the proposed project WILL NOT be considered for funding.**

The Office of Management and Budget (OMB) requires that all applicants (other than individuals) for Federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, one-time activity. Apply on-line for a DUNS number at <http://fedgov.dnb.com/webform>. A DUNS number is usually received within 1 – 2 business days. 2

Applicants must register with SAM (formerly known as CCR), a repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Office of Justice Programs (OJP) requires all applicants (other than individuals) for federal assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at www.sam.gov.

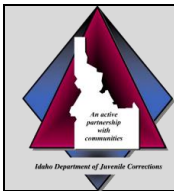
Prohibitions and Limitations

The following list highlights specific funding limitations and is provided for quick reference. The list is not comprehensive of all federal and state guidelines for grant funded programs.

- A. The Idaho Department of Juvenile Corrections will not be liable for any costs incurred by a selected project prior to the execution of the official award.
- B. Indirect or administrative costs are allowable but may not exceed 10% of the direct costs.
- C. Grant funds cannot be used to serve adults unless the service is a parenting class or family counseling.
- D. Use of Formula Grant funds for construction is generally prohibited, pursuant to 42 U.S.C.5674(b), except for the construction of an innovative community-based facility for fewer than 20 persons which, in the judgment of the OJJDP Administrator, is necessary to carry out the purposes of the Formula Grant Program. "Construction" is defined at 42 U.S.C.103(10) as "acquisition, expansion, remodeling, and alteration of existing buildings, and initial equipment of any such buildings, or any combination of such activities (including architects' fees but not the cost of acquisition of land for buildings..." ***Funds for the purpose of construction are at the discretion of OJJDP and must be pre-approved.**
- E. Acquisition of land with grant funds is prohibited.
- F. Equipment purchased with grant funds must be directly related to service delivery programs and/or projects.

Grant funds cannot be used for food*, prizes, novelty items, alcohol, or entertainment. ***Funds may be spent on food for youth pending approval by OJJDP. Any request to use funds for the purchase of food must clearly describe why it is reasonable, necessary, and allocable.**

- G. Consultants cannot be paid more than \$650 per day, or \$81.25 per hour with grant funds.



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- H. Grant funds cannot be used to support fundraising or lobbying activities.
- I. Non-Supplanting: grant funds cannot be used to replace state or local funds, but can be used to increase the amounts of such funds that would, in the absence of federal aid, be made available for juvenile justice activities.
- J. Allowances for meals while traveling cannot exceed State of Idaho guidelines of \$55 per day within Idaho. The out-of-state reimbursement rate is the same as in-state, but the Board of Examiners allows a higher federal allowance in locations published in IRS publications. You may view the guidelines at [GSA Per Diem Rates](#). Applicants using established internal travel policies may use rates defined by those policies or state rates, **whichever are lower**.
- K. Grant funds are considered "seed money", not on-going funds. These funds are intended to develop new programs that, if successful, will be supported locally. Successful applicants may receive up to three (3) years of funding.

Rejection of Proposals

The Commission reserves the right to reject all applications received. Applicants that do not score 65% of the available points will not be considered for funding. Awards are contingent on the availability of funds.

Appeal Process

If your Grant Application was not awarded funding, you may submit an appeal to the Executive Committee of the Idaho Juvenile Justice Commission.

Appeals are available to applicants who were denied funding entirely. Applicants receiving a grant award less than their requested amount are not eligible to appeal.

Letters of Appeal may not introduce new information, but may identify information in the original grant application that is relevant to the specific areas noted in the regret letter where the proposal received low scores.

Letters of Appeal may be delivered by hand or first class mail to:

Idaho Department of Juvenile Corrections
Planning & Compliance Unit
954 W Jefferson Street
PO Box 83720
Boise ID 83720-0285

The Letter of Appeal must be **received** by IDJC no later than ten (10) calendar days after the date of the correspondence providing notification of the rejection of the application. If the letter is not **received** within the ten (10) day period, the applicant will forfeit the right for appeal.

The Executive Committee will review information to determine if there were any misinterpretations or abuse of authority in the grant process, considering clarifications provided by the applicant.



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Proposal Requirements

The following pages include a description of the required elements of grant proposals. Please ensure that you provide information for all the elements listed.

IMPORTANT! Specific items must be included in the proposal. These items will be indicated as such, and if not included, the proposal will be considered non-responsive and not reviewed.

Section 1 – Authorization

The Grant Application forms **must** be completed. ***If the application is not signed by an authorizing official the application will be considered non-responsive and will not be reviewed.***

Section 2 – Summary

All applicants **must** provide a one-page summary of the project and budget information. ***If a one-page summary, including budget, is not included as the first page, the application will be considered non-responsive and will not be reviewed (applications with blank or partial summary pages may be disqualified).***

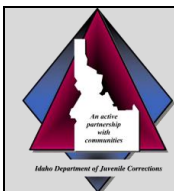
Section 3 – Description of Project

1. Service Area / Target Population (Should not exceed 2 pages) – 20 points

- Provide a clear definition of the service area **boundaries** (school district, city, county, multiple counties), and a description of the **service area**. Include information such as: demographics, socioeconomic data, trends or other information that provide a good overview of your community.
- Clearly define your **target population**. What type(s) of status offender is your program specifically tailored to serve? Include factors such as age, race/ethnicity, gender, geographic area, socioeconomic status, risk factors, etc. *This project is intended for community-based options to prevent the secure confinement of status offenders, especially those in the system for the offense of Runaway.*

2. Problem / Need (Should not exceed 2 pages) – 20 points

Describe in detail the **problem(s)**, **gap(s)**, and **need(s)**, substantiating with current relevant data specific to the area, agency and/or project. Use local data and other sources of information to define and describe the problem (i.e., how many status offenders are detained in your service area? What issues or concerns result in detainment?). Describe what resources currently exist, address any gaps in services within the community, and describe how the proposed project will solve the problem.



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3. Program Description (Should not exceed 4 pages) – 30 Points

- Provide a clear description of the project **activities, methods and goals**. How will your project address the identified problem/need? How will this program work with the identified target population? Be sure to include information such as: What specific programs or activities do you intend to implement? When, where and how often will these take place? Who will facilitate, etc.?
- Provide **evidence** and document through literature (professional journals, OJJDP documents, program evaluations, published reports, etc.) how the proposed project and methods have been effective within or outside the jurisdiction.
- Include **timelines** for implementation. Describe a typical day or cycle and include a timeline for the entire 12-month budget period. Provide a broad timeline for three years of this project.

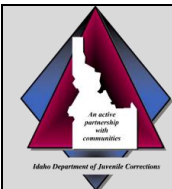
4. Project Administration (Should not exceed 2 pages, excluding resumes and letters) – 20 Points

- Provide the **qualifications** of the applicant agency and key personnel who will administer and staff the project. Include resumes for the project director, financial officer, and other key staff. Include any individual resumes and relative professional licenses or certifications. If you propose to hire for a position, include the job description.
- Describe the **partnerships** with community members / organizations that will augment the goal of maintaining status offenders in the community rather than placing them in secure confinement.
- Provide current **letters of support** indicating working relationships, project support, and commitment of resources by other agencies in the service area. **Important!** All applicants proposing to accept referrals to their program **are required** to have a letter of support indicating support of the program from the referral agency.

Section 4 – Budget

Budget Information – 25 Points

- Complete the **Budget Form** in the Application Packet (provide a budget that will allow the project to operate efficiently). *All expenses must be reasonable, necessary and allocable to the project.*
- Provide a **Budget Description** detailing and justifying the need for each line item cost. Provide the calculation factors for all costs shown on the Budget Form.
- If applicable, identify any other funding sources that support the proposed project.
- Provide a detailed **Sustainability Plan** that describes how you will reduce your dependency on these funds in subsequent years.
- Private non-profit organizations** must provide documentation showing **financial viability** to sustain the proposed program for periods of 60-90 days before federal funds for **reimbursement** are received. Documentation could include a balance sheet, audit report, profit/loss statement, etc. *Evidence of financial viability will be required for non-profit organizations. Omission of this documentation will result in a deduction of points.*



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Section 5 – Performance Measurement

Performance Measurement Plan – 20 Points

1. Indicators

- a. All grantees must track the number of youth in the program; the duration of time youth are in the program; services provided while in the program; the number and percent of participating youth who were arrested or charged with a new offense; and the number and percent of youth who successfully complete the program.
- b. Applicants must select the targeted behaviors relevant to project objectives.
 1. Desired changes in targeted behaviors may be measured on all program youth universally, or individually.
 2. You must establish an evaluation system that will allow tracking of progress towards desired changes.
- c. Applicants must describe the types of services that will be provided.

2. Describe your **objective(s), evaluation instruments and methods of data collection / analysis** for each performance indicator. *Applicants are strongly encouraged to include some objectives and performance indicators that can be measured at intervals throughout the grant period, not just at its conclusion. Continued funding is contingent upon evidence of progress towards objectives.*

3. **Definitions.** Define the eligibility and program completion criteria.

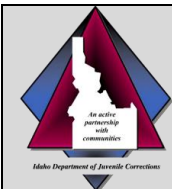
4. **Staffing.** Detail who will be responsible for implementing and supervising your evaluation plan during the grant project period and for the follow-up six (6) months after the close of the grant.

Section 6 – Current or Returning Grantee Only

Evaluation and Sustainability – 15 Points

1. **Evaluation.** Provide an evaluation of objectives and goals for prior years.
2. **Family.** Describe the involvement of family members for youth previously in the program.
3. **Sustainability.** Describe the efforts made towards sustainability.

150 Total points available



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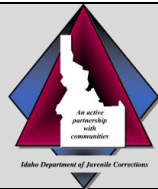


Be sure to attach the following items to your grant proposal:

- Letters of support and commitment specific to the program.
- Bibliography of literature cited.
- Resume, credentials, and/or job descriptions of key staff administering the project.
- Sample evaluation tools, tests, surveys, etc.
- Private non-profit organizations must provide documentation of minutes from a public meeting with a local unit of government where funds were applied for and denied.
- Private non-profit organizations must provide documentation showing financial viability to sustain the proposed program for periods of 60-90 days before federal funds for reimbursement are received.

Application Tips:

- Be sure your application is signed by the proper authorizing official.
- Be sure you submit all required documents by their due dates.
- Do not assume the reader knows anything about your project.
- Be clear and concise.
- Closely follow the grant application format.
- Define and support your problem statement by providing the most local-level data possible.
- Include current letters of commitment and support from community partners.
- Check your math, and then double-check your math.
- Be sure your proposal flows logically (problem ↔ need ↔ activities ↔ outcomes ↔ budget).



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Scoring Guidelines

For each criterion, reviewers will use a numeric rating based on the following scale:

- **E – Exemplar** (100% of total possible points):
Well-conceived and thoroughly developed. Evidence completely meets key characteristic.
- **G – Good** (75% of total possible points):
Clear and complete. Evidence mostly meets key characteristic.
- **A – Average** (50% of total possible points):
Mostly clear and complete. Evidence somewhat meets key characteristics.
- **M – Minimal** (25% of total possible points):
Requires additional clarification. Evidence somewhat meets key characteristic.
- **I – Inadequate** (0% of total possible points):
Information not provided or lacks sufficient information. Evidence does not meet key characteristic.

Category	Points Possible	Points
Service Area / Target Population	20	
Problem / Need	20	
Program Description	30	
Program Administration	20	
Budget	25	
Performance Measurement	20	
Current / Returning Grantee	15	
Total	150	